

DD/A Registry
35-4475

December 20, 1985

DDA SUBMIT

Mr. Harry E. Fitzwater
Deputy Director for Administration
Central Intelligence Agency
Washington, DC 20505

Dear Mr. Fitzwater:

On September 23, 1985, I sent you copies of sample cover packets for classified micrographic material and requested your views on the applicability and use of the forms. The Department of the Army had recommended that the Information Security Oversight Office (ISOO) issue the cover packets as standard forms for Government-wide use.

Based on the responses we received, we have decided not to proceed with standardization of these forms. Agencies' opinions were significantly divided among those which opposed standardization, those which endorsed it with qualifications, and those which took no position because they have no use for the forms. These circumstances indicate that it would be very difficult to obtain the degree of consensus on use and applicability that would make standardization worthwhile.

Another factor that weighed heavily on ISOO's decision not to accept the Department of the Army's recommendation was your comment that standard envelopes for microfiche material (collateral as well as compartmented) are available and in use by the intelligence community. We have advised the interested agencies of their availability.

I very much appreciate your comments and the timeliness with which you provided them.

Sincerely,



STEVEN GARFINKEL
Director